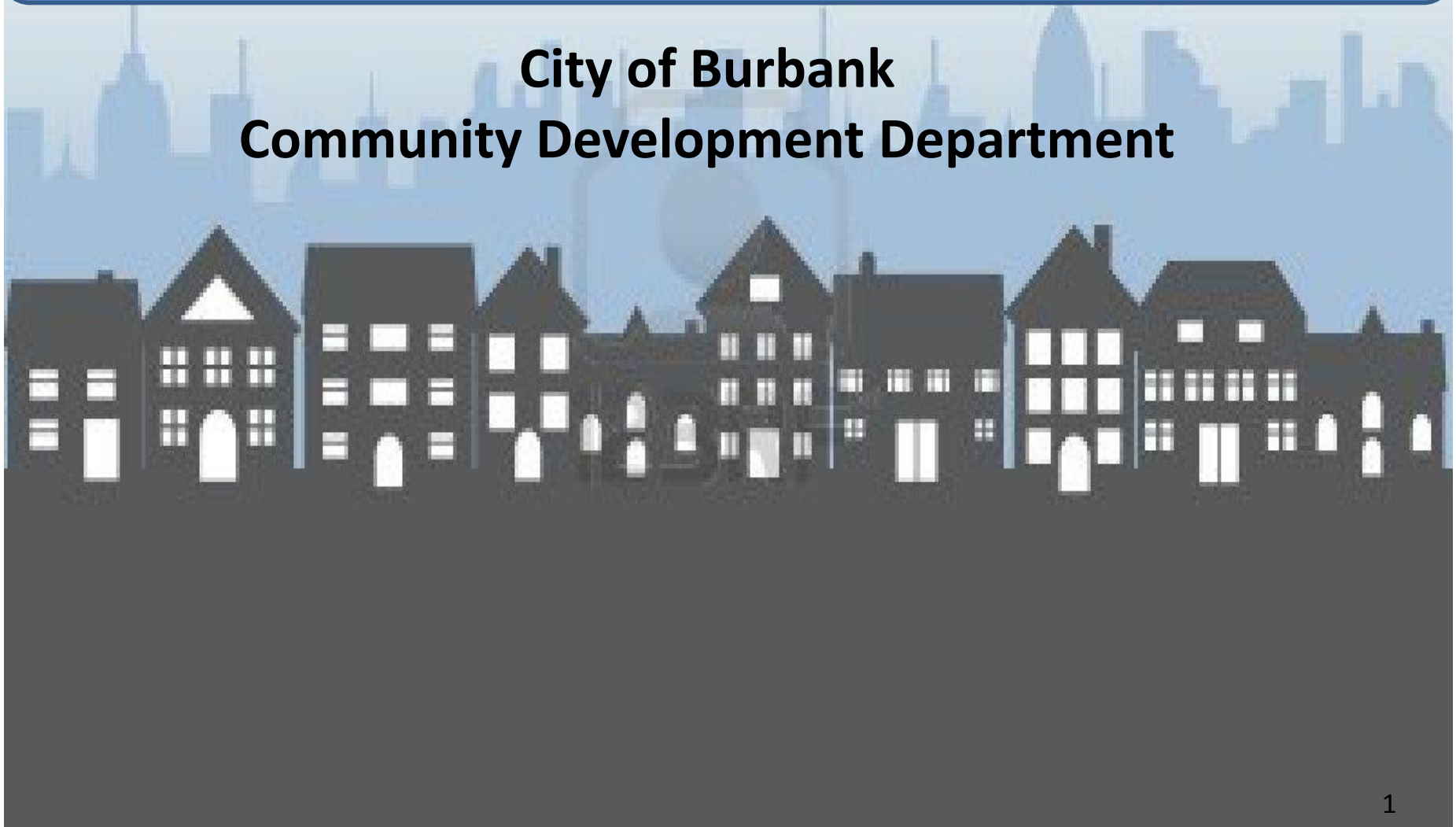


Exhibit A: Code Enforcement Program

**City of Burbank
Community Development Department**



Code Enforcement Types

Property Maintenance

Unpermitted Construction

Zoning Violations

Licensing Violations

Property Maintenance Violations

- **Excessive accumulation of junk, trash and debris**
- **Overgrown or dead vegetation**
- **Inoperative vehicles**
- **Unmaintained pools**
- **Dilapidated or unmaintained structures**

Unpermitted Construction Violations

- **Remodeling (interior and exterior)**
- **Additions (house additions, garage additions)**
- **Structures (second dwelling units, accessory structures)**
- **Conversions (garage conversions and accessory structure conversions)**

Zoning Violations

- **Setback requirements**
- **Improper use of a structure**
- **Covered parking requirements**
- **Trailers or motor homes in the front setback**
- **Over height hedges or fences**

Licensing Violations

- **Illegal advertising/signage**
- **Unpermitted home business occupations**
- **Unpermitted garage sales**
- **A business operating in the City without a permit**

**See Procedures Flow Chart
Transparency**

Correspondence Process

- **Request for Access Letter**
- **Notice of Violation Letter**
- **Notice and Order Letter**
- **Final Notice Letter**

Code Enforcement Team

- **Collin Ogle, Building Inspector II**
- **Denny Wei, Senior Asst. City Attorney**
- **Bethany Moss, Building Inspector I**
- **Ara Retchian, Building Inspector I**
- **CRASH Team (Community Resources Against Substandard Housing)- Denny Wei, Scott Nishisaka, Kristiana Sanchez, Jennifer Hunt, Renee Crawford, Collin Ogle, Bethany Moss**